

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES

CHECKLIST OF REQUIRED DOCUMENTATION FOR ENERGY ASSISTANCE PROGRAMS

IN ORDER TO ENSURE THAT YOUR APPLICATION IS PROCESSED AS QUICKLY AS POSSIBLE, IT IS NECESSARY THAT YOU SUBMIT INCOME AND ASSET VERIFICATION FOR **EVERY** HOUSEHOLD MEMBER. SUBMIT THE FOLLOWING ITEM (S) WITHIN SEVEN (7) DAYS:

I. INCOME DOCUMENTATION

- ☐ Your four (4) most recent consecutive weekly paystubs, two (2) consecutive bi-weekly or semi-monthly paystubs or one (1) monthly paystub OR, if these are not available, you may bring a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.)
- ☐ Since you are self-employed, a *notarized* Self-Employment Worksheet for the last six (6) calendar months and current 1040 IRS form including all relevant Schedules (C, D, E, SE, K, etc.).
- ☐ Report of Confidential Social Security Benefits, Form 2458, available at the local Social Security office, OR a copy of your Social Security or Supplemental Security Income (SSI) check, OR a statement from the bank if you have direct deposit, OR your most recent Social Security Award Notice, Form SSA-4926SM.
- ☐ Pension or annuity check stubs, OR a letter from the payor on the letterhead of the payor stating the gross amount.
- ☐ Since you are unemployed, the printout of Unemployment Compensation Benefits from the Department of Labor (DOL) or from the DOL website at: www.ctdol.state.ct.us
- ☐ Workman's Compensation or Disability Insurance (short term or long term) statement showing benefits and period covered.
- ☐ Current DSS budget sheet.
- ☐ Rent receipt(s) for rental income, OR your tenants' lease, OR photostatic copies of check(s), OR statement(s) from tenant(s) verifying rent.
- ☐ V.A. Award Letter for Veteran's Benefits (including pensions), OR a copy of the check, OR a statement from the bank if you have direct deposit.
- ☐ Dividend and interest statements for the most recently completed period (if more than \$10.00 per month).
- ☐ Divorce decree or Family Relations Court letter or lawyer statement verifying amount and frequency of alimony and/or child support, OR Child Support Enforcement letter or printout, OR bank statement if payments go directly to bank account, OR statement from legally liable relative if voluntary cash support payments are made directly to you.
- ☐ Signed statements indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support.
- ☐ Current utility bill if you heat with gas or electricity. Verification from the utility company if you recently moved and have not yet received a bill.

II. VERIFICATION OF DISABILITY

- ☐ Since you or some member of your household has a disability that cannot be verified by sight, you must have the provided medical certificate signed and stamped by a physician verifying the disability.

III. DOCUMENTATION OF RENT OR MORTGAGE PAYMENT (IF YOU STILL OWE ON A MORTGAGE)

- ☐ It will be necessary for you to bring in proof of what your current rent or mortgage payment is as evidenced by your lease or mortgage payment statement, a copy of a check OR a current rent receipt or current housing notification. (Rent charges may be verified with your landlord.)

IV. ASSET VERIFICATION

- ☐ To verify your current account balance(s), you must provide statement(s) from every institution that you or any other household member(s) have an account with. (Liquid assets include savings and checking accounts, bonds, stocks/shares, CDs, IRAs if over 59 ½ years old.)

V. OTHER

☐ _____

ANY AND ALL DOCUMENTATION(S) PROVIDED BECOME THE PROPERTY OF THIS AGENCY. IF YOU WANT TO KEEP YOUR DOCUMENTATION(S)/VERIFICATION(S), YOU MUST MAKE YOUR OWN COPY(S).

SHOULD YOU FAIL TO SUBMIT YOUR DOCUMENTATION(S)/VERIFICATION(S) WITHIN SEVEN (7) DAYS, IT MAY NOT BE POSSIBLE TO PROCESS YOUR APPLICATION WITHIN THE REQUIRED TIME LIMIT.

Applicant's Signature

Worker's Signature

Date

Application Number